

INFORMATION

USAID/General Notice  
M/AS/IRD  
01/06/2000

**SUBJECT:** The January 2000 Automated Directives System (ADS) Notice

All written guidance related to Agency-wide operating procedures is produced and disseminated through the ADS. This includes the reengineered ADS chapters, currently active portions of the old Handbooks, Agency policies, contract information bulletins, Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

- Section I:** This section lists the policy notices that are not included on ADS CD 16, but are posted to the ADS web site. Policy notices are posted to the ADS web site 3 to 10 business days after they are issued.
- Section II:** This section pertains to ADS tips.
- Section III:** This section describes the ADS and provides instructions for accessing the ADS CD. It is a repeat from the prior month's notice.

---

**SECTION I**

---

**Policy Notices Since ADS Compact Disk (CD) 16**

All Agency personnel have access to USAID/General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

A number of USAID/General Policy Notices have been issued since the release of ADS CD 16.

**Please note:**

- \* ADS CD 16 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS CDs were mailed to the Missions on Thursday, November 18, 1999. If you are in USAID/W and unable to locate ADS CD 16, please contact the IRM Help Desk for assistance.
- \* ADS CD 16 material and Policy Notices are also accessible via the ADS web site.

**ADS INTRANET:** <http://www.usaid.gov/ADS/>  
**ADS INTERNET:** <http://www.info.usaid.gov/pubs/ads>

**Policy Notices not included on ADS CD 16 but posted to the ADS website:**

<b>NOTICE Name/No.</b>	<b>DATE</b>	<b>SUBJECT</b>
<b>DECEMBER 1999</b>		
1235	12/15/1999	ADS 545, Automated Information Systems Security
1233	12/15/1999	Instructions for Pay Period 26 for those Employees on the Flexible 5/4-9 Alternative Work Schedule
1231	12/14/1999	Washington D.C Emergency Dismissal or Closure

1230	12/13/1999	Procedures Establishment of the Disability Review Committee in USAID, to be included in ADS 110
1211	12/02/1999	Tandem Assignments Policy
1203	12/01/1999	Fiscal Year 2000 Appropriation

**NOVEMBER 1999**

EXEMSG09	11/22/1999	Operating Under a Continuing Resolution
EXEMSG06	11/12/1999	Operating Under a Continuing Resolution
1124	11/09/1999	Notices for USAID Web Sites
EXEMSG02	11/08/1999	Extension of Continuing Resolution
EXEMSG03	11/08/1999	Operating Under a Continuing Resolution

**OCTOBER 1999**

EXEMSG05	10/29/1999	Operating Under a Continuing Resolution
1048	10/26/1999	Automated Directives System: Chapter 321, Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions
EXEMSG02	10/22/1999	Operating Under a Continuing Resolution
1042	10/21/1999	Automated Directives System: Chapter 318, Patent Rights
1027	10/12/1999	Year 2000 (Y2K) Leave Restoration Policy
1019	10/06/1999	ADS Update for Chapter 545 - Automated Information Systems Security
1019a		
1019b & 1019c		
EXEMSG01	10/01/1999	Operating Under a Continuing Resolution

**SEPTEMBER 1999**

0945	09/28/1999	Pre-Logon Automated Data Processing System Warning Banners
------	------------	---

**Electronic Copies:**

- \* Policy notices may also be obtained by sending an e-mail to Notice  
Mailbox@M.AS.IRD@AIDW.
- \* CIBs issued since ADS CD 16 are found on the M/OP webpage:  
  
[www.info.usaid.gov/procurement\\_bus\\_opp/procurement/cib](http://www.info.usaid.gov/procurement_bus_opp/procurement/cib)

CIBs issued prior to ADS CD 16 are also available on the M/OP web page. CIBs may also be  
obtained from M/OP/POL, (202) 712-0610.

---

**SECTION II**

---

**Helpful TIPS when using the ADS and ADS CD**

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to the revised  
ADS chapter 501, writing Agency policy and procedures, and the ADS CD.

- Q.1 I heard that the ADS format, numbering, and writing style were being  
revised. Is that true?
- A.1 Yes! ADS Chapter 501 and the applicable Mandatory (Required) References

are currently out for ADS clearance and are available on the USAID intranet for Agency review and comment. The URL for the new DRAFT material is < <http://www.usaid.gov/ADS/clear501/> >

Q.2 If I want to comment on the material, who do I send my comments to and is there a deadline?

A.2 Send your comments to ADS@M.AS.IRD@AIDW. Yes, there is a deadline. All clearances and comments are due to the ADS mailbox by COB 01/21/2000. Your comments are welcome and encouraged!!

Q.3 I've been tasked with writing Agency Policy. Who should I contact?

A.3 Please send an e-mail to ADS@M.AS.IRD@AIDW or call Cynthia Staples, (202)712-0798 or Kara Schulz, (703)276-7336 for assistance.

Q.4 How do I know which version of the ADS CD I am reading?

A.4 In the upper left corner of your screen, you should see "ADS CD, Issue No. " and the number. That is, "ADS CD, Issue No. 16". ADS CD 16 is the most recent version.

Q.5 Who should I contact if my Mission does not have the most recent ADS CD?

A.5 Please send an e-mail requesting the most recent version to ADS@M.AS.IRD@AIDW.

---

### Section III

---

#### What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid AID Handbook chapters, a resource library, and a glossary.

**The functional series consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:**

Series 100 Organization and Executive Management  
Series 200 USAID Program Assistance  
Series 300 Acquisition and Assistance Agreements  
Series 400 Personnel  
Series 500 Management Services  
Series 600 Budget and Finance

#### Other Sections of the ADS:

\* **The Interim Updates** are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

\* **The AID Handbook** Series includes the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

\* **The Resource Library** contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

\* **The Glossary** defines terms found in the functional series.

**Updates:** The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 16.

## How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

### USAID/W Users:

- Step 1. Click on the Windows "Start" Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

- \*Step 4. Click on "ADS"
- Step 5. Click on the "Run" button

\*If you do not see the ADS CD listed, please click the "**Search**" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the **intranet and the Internet**. These sites currently do not contain the valid Handbook chapters, but a list of which Handbook chapters are still valid is included on the ADS website and this notice. Additionally, the Internet (unlike the intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400, and 500.

**USAID/General Policy Notices** are placed on the web sites either as Interim Updates or as a new or revised ADS chapter and/or reference (replacing the old ADS material, if any), within 3 - 10 business days of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

1. The ADS intranet home page is found by accessing the USAID intranet Home page at: <http://www.usaid.gov> - Then click once on the word "ADS" This link will take you to the USAID intranet home page -<http://www.usaid.gov/ADS>.
2. The ADS Internet home page is found by accessing the USAID Internet Home page at: <http://www.info.usaid.gov/> -

The reader must then click once on the phrase "**Publications/Partner Resources.**" Next, scroll down to the "**ADS: Automated Directives System -- Formerly the USAID handbooks**" link.

Click once on this link and it will take you to the ADS Internet Home page: <http://www.info.usaid.gov/pubs/ads>.

**Policy Notices:** You may also request an electronic copy of a Policy notice by sending an e-mail to **Notice Mailbox@M.AS.IRD@AIDW**.

**Questions about the ADS?** Please send an e-mail to **ADS@M.AS.IRD@AIDW**.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to **ADS@M.AS.IRD@AIDW**.

Notice 0104